

Relocation Travel Guide For Department of Labor Employees

Office of the Chief Financial Officer U.S. Department of Labor

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This booklet provides an overview of relocation travel for use by Department of Labor employees. The regulations governing such travel are contained in Chapter 2 of the DLMS-7. For more detailed information on a particular subject, refer to the DLMS-7.

I. Who is eligible for relocation at Government expense?

The following may be eligible:

- (1) Employees upon transfer from one official station to another for permanent duty, provided the transfer is in the interest of the Government and is not primarily for the convenience or benefit of the employee or at his/her request. This type of relocation is called "Permanent Change of Station" (PCS). The new station must be at least 10 miles distant from the old station. Special rules apply when short distances are involved.
- (2) Employees assigned outside the continental United States traveling in connection with an overseas tour renewal agreement travel or to return to places of residence for the purpose of separation;
- (3) New appointees to any permanent position;
- (4) Student trainees assigned upon completion of college work to any position (but not at the time of his/her assignment if relocation expenses were paid at the time he/she was appointed as a student trainee); and
- (5) Career appointees to the Senior Executive Service (SES) who at any time were transferred or reassigned geographically at Government expense, may be eligible for reimbursement for certain relocation expenses upon separation for retirement; and
- (6) Employees on long-term temporary duty assignments of between 6 and 30 months when relocation is advantageous to the Government. This type of relocation is called "Temporary Change of Station" (TCS). Not covered by TCS are new appointees, intermittent employees, employees serving without pay, and employees in training or participating in an IPA to a State or local Government. Expenses listed on page 2 except for residence sale and purchase transaction can be authorized under TCS.

II. What expenses are authorized?

This varies depending on the reason for the relocation.

Federal Travel Regulations provide authority, under certain conditions, to authorize the following:

- (1) Transportation and per diem for employee;
- (2) Transportation for dependents;

- (3) Per diem for dependents;
- (4) Mileage allowance for a privately-owned vehicle (POV) when used in lieu of common carrier for transportation;
- (5) Mileage allowance for a second automobile (discretionary by the Agency);
- (6) Transportation or emergency storage of one automobile to a post outside of CONUS and up to two automobiles to a duty station within CONUS.
- (7) Authorized house-hunting trips (discretionary by the Agency);
- (8) Subsistence while occupying temporary quarters (discretionary by the Agency);
- (9) Transportation and temporary storage of household goods;
- (10) Nontemporary storage when assigned to a temporary duty station for 6 to 30 months or to an isolated permanent duty station within the continental United States or a permanent duty station outside the continental United States;
- (11) Transportation of mobile home;
- (12) Miscellaneous expenses;
- (13) Residence sale and purchase transaction expenses;
- (14) Lease breaking;
- (15) Relocation income tax allowance;
- (16) Relocation services (including Property Management Services for a Temporary Change of Station [TCS]); and
- (17) Employees who complete a tour of duty overseas may be authorized a return trip home.

To assist the authorizing official in preparing the Relocation Travel Authorization, the appointee or employee may be requested to complete a form DL 1-2030, Estimated Relocation Expense Data for Travel Authorization.

Once you receive your Relocation Travel Authorization, DL1-33B, you should read it carefully to see what expenses have been authorized. Information concerning each of these expenses is contained in the Appendix of this booklet which begins on page 11.

There are some entitlements or benefits which are automatic when the relocation is

authorized. An example is transportation of the employee from the old to the new station. Such entitlements differ from other allowances which may or may not be authorized such as house-hunting trips and temporary quarters.

The chart on the next page will provide a quick check of the items that are or may be authorized for various relocations. There are conditions and limitations. Authorization or acceptance of one item may exclude another, e.g., movement of mobile home is in lieu of movement and storage of household goods.

Relocation can be a complex business and involve significant financial considerations. You will find the Department's Relocation Centers very helpful in planning your relocation. The location of the center which can assist you is provided on page 6.

CHART OF RELOCATION ALLOWANCES

EXPENSE ITEM	P C S	T C S	Non- conus going	Non- conus return	New Appt. & Student	Non- foreign	SES
Transportation and per diem for employee	Y	Y	Y	Y	Y	Y	Y
Transportation for dependents	Y	Y	Y	Y	Y	Y	Y
Per diem for dependents	Y	Y	Y	N	N	Y	N
Mileage allowance privately owned vehicle	Y	Y	Y	Y	Y	Y	Y
Mileage allowance additional vehicle	D	Y	N	N	N	N	N
Transportation of vehicle and emergency Storage	D	D	D	D	D	D	D
Househunting trip	D	D	N	N	N	X	N
Temporary quarters	D	D	N	N	N	Y	N
Transportation and temporary storage household goods	Y	Y	Y	Y	Y	Y	Y
Non-temporary storage household goods (isolated and overseas only)	N	Y	Y	Y	Y	Y	N
Transportation of mobile home	Y	Y	N	N	Y	N	N
Miscellaneous expense allowance	Y	Y	Y	N	N	Y	N
Residence sale and purchase	Y	N	N	Y	N	Y	N
Lease breaking	Y	Y	N	Y	N	Y	N
Relocation income tax allowance	Y	Y	Y	N	N	Y	N
Relocation services	Y	Y	M	M	N	M	N
Property management services	N	Y	N	N	N	N	N

Y=Yes; N=No; D=Discretionary; M=Maybe; X=Yes of Alaska and Hawaii and No for all other US territories.

III. Where may I find help?

There are three Relocation Travel Centers (RTCs) in the Department of Labor.

Serving: Non-MSHA employees.

Kansas City RTC Office of the Assistant Secretary for Administration and Management (OASAM) 1100 Main Street, Suite 850 Kansas City, MO 64105 (816) 426-2711
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Serving: MSHA employees nationwide.

Mine Safety and Health Administration (MSHA) RTC Branch of Finance P.O. Box 25367, DFC Denver, CO 80225-0367 (303) 231-5409

IV. What is a Service Agreement?

A Service Agreement, when signed, commits the employee who is authorized to incur relocation expense to remain in the service of the Government for 12 months following the effective date of the transfer. A Service Agreement is required for each permanent change of station within and outside the continental United States and your relocation authorization is not valid until a service agreement is signed. The Department of Labor uses DL Form 1-473 Service and Reimbursement Agreement to execute a Service Agreement.

Of course, no such agreement is needed for relocation of an SES employee for purposes of retirement or of an employee returning from overseas for the purpose of separation. On the other hand, a Service Agreement is required from new appointees and student trainees as a condition of their reimbursement for relocation expenses when such expenses have been authorized. A Service Agreement is not needed for a "Temporary Change of Station" (TCS).

V. What happens if I do not stay 12 months in the new location or if I decide not to relocate?

If you fail to report for duty at your new duty station, or fail to meet the period of service required in the agreement, you will be indebted to the Government for the cost of travel, transportation, and related moving expenses provided by the Government. Exceptions will be made if you break the agreement for reasons beyond your control and the reasons are acceptable to the official (or successor) who authorized the move.

If after incurring allowable relocation costs, such as a househunting trip) an employee/appointee declines the position, the person forfeits entitlement to reimbursement.

VI. What are the time limits for beginning relocation travel?

The effective date of transfer or appointment for purposes of travel is the day which an employee or new appointee reports for duty at his/her new/first official station. All travel, including that for the immediate family, and transportation, including that for household goods, should be accomplished as soon as possible. The maximum time for completing allowable travel and transportation is 2 years from the effective date of the employee's transfer or appointment, with limited exceptions.

Upon an employee's written request, the 2-year time limitation for completion of the sale and purchase or lease termination transactions may be extended under certain conditions an additional period of time not to exceed 1 year.

Employees authorized travel home upon separation or retirement must complete such travel and transportation within 6 months of the date of separation, or other reasonable period of time as determined by the authorizing officer, but in no case not later than 2 years from the effective date of the individual's separation from service.

VII. May I receive advances?

Advances of funds for certain relocation expenses may be made in stages as expenses expected are incurred.

Advances are loans and must be repaid in cash or by submission of vouchers.

Relocation travel consists of a number of phases/stages related to travel, transportation and associated activities. Advances for transfers will also be made in phases, with each advance made as close as possible to the time of actual need. Use your Government American Express (AMEX) card for such items as common carrier transportation, lodging, and meals. In addition, Government Bills of Lading and Government purchase orders, where applicable, will reduce your need for cash.

Advances must be liquidated within 25 working days after completion of the event which gave rise to the advance, i.e., house hunting trip, en route travel. If a portion of the initial or any subsequent advance remains outstanding after submission of the

associated claim(s), the balance will carry over for use in the next stage. When the next request is received, it will be reviewed in conjunction with any outstanding balance and the status of relevant claims, and the requested amount will be subject to reduction accordingly. Travel advances will be managed in this fashion so that the total outstanding at any point is expected to be liquidated by subsequent claims. Outstanding balances may not be maintained to offset costs later for which a travel advance is not permitted, such as residence transactions. Advances nonconforming to the above are delinquent after 60 days.

Advances for temporary quarters subsistence expenses may be made for 30-day increments. The initial advance of funds for temporary quarters subsistence expenses shall not exceed the maximum amount allowable for the first 30-day period (or other authorized period if less than 30 days). Thereafter, funds may be advanced for subsequent 30-day periods as authorized. Requests for additional advances must be accompanied by vouchers for expenses up to the time of the request.

Travel advances will not be issued to cover transportation. Air and rail transportation expenses are to be paid by use of your Government American Express card and other transportation of household goods or vehicles through the use of U.S. Government Bills of Lading to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. Applicable allowances under the commuted rate schedule for moving and storage of the household goods may be advanced.

TRAVEL ADVANCES

EXPENSE ITEM	ADVANCED ?	COMMENTS
Common carrier transportation for the employee	No	Use AMEX or TMC.
Per diem for the employee	Yes	Advance cash needs only. Use AMEX.
Common carrier transportation for dependents	No	Use AMEX or TMC.
Per diem for dependents	Yes	Advance cash needs only; Use AMEX.
Mileage allowance for privately owned vehicle	Yes	
Mileage allowance for an additional vehicle	Yes	
Transportation of a vehicle and or emergency storage	Maybe	Use Government Bill of Lading (GBL); if unable to do so, advance cash.
Househunting trip	Partially	Advance cash needs only. Use AMEX.
Temporary quarters	Yes	30 day increments.
Transportation and temporary storage of household goods	Maybe	May be advanced if not paid directly by Government using GBL.
Non-temporary storage of household goods (isolated and overseas only)	No	
Transportation of mobile home	Maybe	Use of GBL is preferred If not paid directly by Government, advance to traveler may be made.
Miscellaneous expense allowance	No	
Residence sale and purchase	No	
Lease breaking	No	
Relocation income tax allowance	No	
Relocation services and property management services	Not applicable	

VIII. Who are dependents?

Dependents are:

- (1) Your spouse;
- (2) Your children or your spouse's children who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.
- (3) Dependent parents of you or your spouse; and
- (4) Your or your spouse's dependent brothers and sisters who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Generally, individuals are considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria is not the decisive factor in all cases. The individuals may also be considered dependents if they are members of the employee's household and, in addition to their own income, receive some supplement from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

APPENDIX - DEFINITIONS AND DESCRIPTIONS

1. Transportation and Per Diem for Employee

When authorized, travel and per diem are paid when the relocating employee travels between the old and new stations. The maximum per diem rate for such travel is the standard CONUS rate prescribed by GSA which is currently \$85 (maximum lodging \$55 plus an M&IE of \$30). If your trip is 12 hours or less no per diem is paid. Three quarters of the applicable per diem rate is paid to you for the first and last day of a trip and when the trip is more than 12 hours but less than 24 hours in duration.

The maximum per diem rate for househunting travel is the locality rate if one has been established for the locality where you seek residence quarters or the locality where you obtain lodging accommodations.

Transportation is authorized via the usually traveled route between your old and new official stations. If you choose to travel by an indirect route your reimbursement will be limited to that which you would have incurred if you took the usually traveled route. Tickets for air and rail transportation to your new duty station should be obtained from your servicing Travel Management Center. Tickets must be charged to your individual AMEX card.

If a POV is used for transportation see section 4 below.

2. Transportation for Dependents

When authorized, travel costs are paid when the relocating employee's dependents travel between the old and new stations. The conditions for travel for dependents are the same as those for the employee. However, the per diem rate may be less for the dependents. See the next page.

The cost to the Government for transportation of the immediate family may not exceed the allowable cost by the usually traveled route between the employee's old and new official stations.

3. Per Diem for Dependents When en Route.

An allowance may be authorized for per diem expenses incurred by the employee's immediate family and dependents while traveling between the old and new official stations. If the actual travel involves departure and/or destination points other than the old or new official station, the per diem allowance may not exceed the amount to which members of the immediate family would have been entitled if they had traveled by a usually traveled route between the old and new official stations. No per diem is allowed for en route travel of 12 hours or less. The maximum allowable per diem rates are as follows:

For the Spouse when Accompanying the Employee. When the spouse accompanies the employee, the spouse is authorized three-fourths of the per diem rate to which the employee is entitled (See section 1 above.)

For the Spouse when Not Accompanying the Employee. When the spouse is not accompanying the employee, the spouse is authorized the same per diem rate to which the employee is entitled. When more than one POV automobile is used, the spouse shall be considered to have been accompanied by the employee if travel is performed on the same days along the same general route.

For Each Other Member of the Employee's Immediate Family. Three-fourths of the per diem rate to which the employee is entitled is authorized for each other member age 12 or older, and one-half of the per diem rate to which the employee is entitled is authorized for each child under 12 years of age.

Receipts are required for lodging and other expenses of \$75.00 or more.

Once you have reported for duty at your new duty station, return trips to your old duty station are personal and at your own expense.

FLAT RATE REIMBURSEMENT RATES	MAXIMUM LODGING RATE (A)	M&IE RATE (B)	MAXIMUM PER DIEM RATE (A+B)
Employee	\$55.00	\$30.00	\$85.00
Spouse when accompanied by employee	41.25	22.50	63.75
Spouse when unaccompanied by employee	55.00	30.00	85.00
Child - over 12	41.25	22.50	63.75
Child - under 12	27.50	15.00	42.50
Dependent adults	41.25	22.50	63.75

4. Use of POV for Transportation to New Station.

When an employee uses POV for permanent change of station travel, that use is deemed to be advantageous to the Government. This provision also applies to new appointees and employees returning from posts of duty outside the continental United States to places of actual residence for separation. This provision does not apply to employees assigned to posts of duty outside the continental United States in connection with overseas tour renewal agreement travel.

Mileage Rates Prescribed. Payment of mileage allowances, when authorized in connection with the transfer, are allowed as follows:

OCCUPANTS OF AN AUTOMOBILE	MILEAGE RATE (cents)
Employee only; or one member of immediate family	15
Employee and one member; or two members of immediate family	17
Employee and two members; or three members of immediate family	19
Employee and three or more members; or four or more members of immediate family	20

Per diem allowances are paid on the basis of actual time used to complete the trip, but the allowances may not exceed an amount computed on the basis of a minimum driving distance per day which is prescribed as reasonable by the authorizing official and is not less than an average of 300 miles per calendar day.

Fees for toll roads, bridges, etc., are reimbursable in addition to the mileage allowances.

The cost of shipment/transportation or emergency storage of one automobile to a post outside of CONUS and up to two automobiles to a duty station within CONUS may be reimbursed. See section 6.

5. Mileage for More Than One Privately-Owned Vehicle.

The Government will pay for one POV to be driven from the old to the new duty station. Additional vehicles may be authorized, if they can be justified.

More than one POV may be authorized:

- (1) If there are more members of the immediate family than reasonably can be transported with luggage in one vehicle;
- (2) If because of age or physical condition special accommodations are necessary in transporting a member of the immediate family in one vehicle, and a second automobile is required for travel of other members of the immediate family;
- (3) If an employee must report to a new official station in advance of travel by members of the immediate family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official station;
- (4) If a member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel; or
- (5) If, in advance of the employee's reporting date, immediate family

members must travel to the new official station for acceptable reasons such as to enroll children in school at the beginning of the term.

In those instances where more than one automobile is authorized, the mileage allowances noted above apply for each automobile and the occupants thereof. If the use of more than one POV is not authorized, allowances are calculated as if all persons involved traveled in one automobile.

6. Transportation of Privately-Owned Vehicle

Shipment or emergency storage of POVs is limited to vehicles such as passenger automobiles, station wagons and certain small trucks or other similar vehicles used primarily for personal transportation. Shipment of trailers, airplanes, or any vehicle intended for commercial use may not be authorized. If it is more advantageous to the Government for you to drive your POV for all or part of the distance, your reimbursement will be limited to that specified in Section 5.

For shipment to a non-Conus Post the employee must pay all costs which result from shipment of a vehicle which exceeds 20 measurement tons (800 cubic feet). Shipment must be in the interest of the Government for the employee to have the use of a POV. Local conditions, type of vehicle, cost considering the length of time employee has agreed to serve in that post must all be considered when the determination is made. Each vehicle must be approved by the authorizing official as appropriate for use in the area of the overseas station and the vehicle must be primarily for use as personal transportation contributing to the employee's effectiveness on the job. A POV transported at Government expense to such a station may be transported back to the United States when its use is no longer required.

When a POV is authorized for shipment overseas, the employee or a family member may be expected to drive part of the distance between the allowable points of origin and destination. The Government will pay transportation charges to the extent driving was not required. For the distance driven, the appropriate allowance for POV used as transportation applies; however, if the employee makes a separate trip to a port to deliver or pick up the POV, per diem is not allowable but one-way travel costs and the one-way mileage cost for operating the POV may be allowed provided the total does not exceed the cost of shipping the POV to or from the port involved.

7. Househunting Trip - Travel to Seek Residence Quarters

The employee and spouse may be authorized one round trip between the old and new duty stations (only if both points are in CONUS, Alaska or Hawaii) for the purpose of seeking residential quarters. Entitlement to this allowance is not automatic. Its authorization will be considered in conjunction with the approval of temporary quarters and related factors. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together. A round trip performed by the employee for this purpose, when authorized, must be accomplished before reporting to the new official station. A round trip by the spouse, when authorized, may be accomplished at

any time before relocation of the family to the new official station but not after the expiration of the maximum time for beginning allowable travel and transportation.

As noted above, a trip to seek residence quarters shall be authorized only when the circumstances indicate that it is actually needed. The following guidelines represent conditions or circumstances which require discretion in determining whether house-hunting is warranted:

- (1) Househunting may be advisable when its cost would be offset by a savings in temporary quarters;
- (2) If it would benefit the family to remain in temporary quarters longer than might otherwise be required, househunting might be foregone;
- (3) If a trip to select (and perhaps settle on) a new residence before the employee and family had to move would be advantageous, househunting would appear to be advisable;
- (4) Househunting should not be authorized when the family would benefit by remaining at the old residence after the employee has reported to the new duty station and had the opportunity to learn about schools, neighborhoods, housing, etc.; or
- (5) When the employee is on temporary duty at the new official station just prior to the transfer, househunting normally will not be allowed.

In addition, reimbursement for travel and transportation expenses for trips to seek permanent quarters shall not be authorized under the following circumstances:

- (1) When an employee will be assigned to Government or other prearranged residence quarters at the new official station location;
- (2) When the employee has not yet formally agreed to transfer to the new station;
- (3) When either the old or new duty station, or both, are located outside CONUS, except Alaska and Hawaii;
- (4) When the map distance between the old and new stations is less than 75 miles via a usually traveled surface route; and
- (5) For the employee after reporting for duty in the new position at the new duty station. However, a house-hunting trip may be allowed for the spouse.

The maximum period of the round trip at Government expense may not exceed 10 calendar days, including travel time. In authorizing or allowing a particular mode of transportation, consideration shall be given to providing minimum time en route and

maximum time at the new official station locality. If you drive your POV to your new duty station to search for living quarters, you will be reimbursed at the applicable mileage rate shown in section 4.

Per Diem Reimbursement for a Househunting Trip:

A househunting trip, if approved, may be authorized for a period up to 10 days. For such a househunting trip per diem for each day of the househunting trip is as follows:

PER DIEM REIMBURSEMENT METHOD	MAXIMUM PER DIEM REIMBURSEMENT FOR THE TRIP
Employee	Number of days times the locality rate.
Spouse when accompanied by employee	Number of days times .75 of the locality rate.
Spouse when unaccompanied by employee	Number of days times the locality rate.

Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and the spouse traveling together.

Reasonable expenses for local transportation at the location of the new official station shall be allowed. Local transportation may be authorized; however, the mode of local transportation must be consistent with the mode of transportation authorized for travel to and from the new official station. Expenses for the use of taxis is limited to transportation between depots, airports, or other carrier terminals, and place of lodging.

A trip for finding residence quarters is permitted at Government expense only after an employee has agreed in writing to the transfer and the date of the transfer has been established, therefore, such a trip cannot be authorized for the purpose of permitting the employee to decide whether to accept the transfer. If an employee accepts a transfer and makes a trip to the new station for the purpose of finding permanent quarters or if the spouse makes such a trip, and then declines the transfer, the employee is subject to the provisions of the regulations concerning recovery of amounts reimbursed for travel.

You are in a duty status during the authorized round-trip period of absence.

Child or pet care expenses incurred during your house hunting trip are not reimbursable.

A relocation company under GSA contract will provide home finding assistance to transferred employees. This assistance is available to help you rent or purchase a home at your new duty station. The service includes selection of a local broker and information on the real estate market, schools, taxes, commuting, community life, etc. There is no charge for this service. A mortgage counseling service is also available at no charge.

Fixed Amount Reimbursement for a Househunting Trip:

When a househunting trip has been authorized the employee has the option to elect reimbursement based on a fixed subsistence formula. If the employee elects this option no lodging receipts are required to be maintained or approved. For such a househunting trips the total subsistence amount for the trip is as follows:

FIXED AMOUNT REIMBURSEMENT METHOD	MAXIMUM SUBSISTENCE REIMBURSEMENT FOR THE TRIP
Employee	5 times the full locality rate.
Spouse when accompanied by employee	6.25 times the full locality rate.
Spouse when unaccompanied by employee	5 times the full locality rate.

Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and the spouse traveling together.

8. Subsistence while Occupying Temporary Quarters

The employee may be authorized subsistence while occupying temporary quarters in conjunction with permanent relocations within the United States and its possessions and territories. (Locality rates apply to these locations.) Entitlement to this allowance is not automatic. Its authorization will be considered when it is advantageous to the Government. As a general policy, the period for temporary quarters is reduced or avoided if a round trip to seek permanent residence quarters has been made or if, as a result of extended temporary duty at the new official station or other circumstances (for example, if the family does not move until some time after the employee's transfer), the employee has had adequate opportunity to complete arrangements for permanent quarters.

Temporary quarters is any lodging where you and your family live before moving into your permanent home and may authorized for up to 60 days. For compelling reasons, another 60 days may be authorized for a maximum of 120 days. After the first 60 days, temporary quarters is authorized in 30 day increments.

Temporary quarters allowance ends when you or your family move to your permanent residence.

The use of temporary quarters for subsistence expense purposes may begin as soon as the employee's transfer has been authorized and the required written service agreement has been signed. Use of such quarters must begin not later than 30 days from the date the employee reported for duty at the new official station, or if not begun during this period, not later than 30 days from the date the family vacates the residence at the old official station.

Time spent in temporary quarters runs consecutively, unless interrupted for en route or

official travel, illness, hospitalization, or incapacitation.

Your temporary quarters should be located within a reasonable distance of your old or new duty station. Occupancy of temporary quarters will not be approved for vacation purposes.

Reimbursement shall be made only for actual subsistence expenses incurred. Allowable subsistence expenses include charges for meals (including groceries consumed during occupancy of temporary quarters), lodging, fees and tips incident to meals and lodging, laundry, and cleaning and pressing of clothing.

The expenses are itemized on DL 1-423, Expense Record for Temporary Quarters and submitted with a voucher within 5 working days after the end of each 30-day period or portion thereof. Receipts are required for lodging and other expenses of \$75.00 or more.

Actual Cost Reimbursement for Temporary Quarters

The amount which may be reimbursed for temporary quarters subsistence expenses shall be the actual amount of allowable expenses incurred for each 30-day period not to exceed the amounts in the shown as follows:

FIRST 30 DAYS	MAXIMUM ACTUAL REIMBURSEMENT FOR TEMPORARY QUARTERS
Employee and/or your unaccompanied spouse	Number of days times the CONUS rate. (\$85.00) <u>1/</u>
Your accompanied spouse or family members over 12 years of age	Number of days times .75 of the CONUS rate. (\$63.75) <u>1/</u>
Family members under 12 years of age	Number of days times .5 of the CONUS rate. (\$42.50) <u>1/</u>

SECOND 30 DAYS	MAXIMUM ACTUAL REIMBURSEMENT FOR TEMPORARY QUARTERS
Employee and/or your unaccompanied spouse	Number of days times .75 of the CONUS rate. (\$63.75) <u>1/</u>
Your accompanied spouse or family members over 12 years of age	Number of days times .5 of the CONUS rate. (\$42.50) <u>1/</u>
Family members under 12 years of age	Number of days times .4 of the CONUS rate. (\$34.00) <u>1/</u>

1/ For non-foreign areas such as Alaska, Hawaii, Puerto Rico, etc., the locality rate is used.

Fixed Amount Reimbursement for Temporary Quarters

When reimbursement for temporary quarters is authorized the employee has the option

to elect reimbursement based on a fixed subsistence formula. If the employee elects this option no lodging receipts are required to be maintained or approved. Under the fixed reimbursement method you are paid a fixed amount for up to 30 days. No extensions may be granted under this method. For such temporary quarters the total subsistence amount is as follows:

FIXED AMOUNT REIMBURSEMENT METHOD	FIXED AMOUNT REIMBURSEMENT FOR TEMPORARY QUARTERS
Employee	Number of days times .75 of the locality rate.
Your spouse and all additional family members	Number of days times .25 of the locality rate.

When the new official station is located in a foreign area, the employee is not eligible for temporary quarters allowances under this regulation. The employee may be eligible for an allowance under the Standardized Regulations (Government Civilians, Foreign Areas) prescribed by the Department of State.

9. Transportation and Temporary Storage of Household Goods, and Professional Books, Papers and Equipment

The maximum weight of household goods that may be transported or stored at Government expense is limited to 18,000 pounds net weight.

Items which are irreplaceable or are of extreme value or sentiment are not provided special security by the carrier even though extra-value insurance may be purchased. Employees and their immediate families are advised to personally transport these types of items. There is no statutory authority to transport personally owned professional books, papers, and equipment other than that which is included in the transportation of an employee's household goods and personal effects.

In instances in which the weight of the professional books, papers, and equipment would cause an employee's household goods shipment to be in excess of the maximum weight allowance, personally owned professional books, papers, and equipment may be transported to the new permanent duty station as an administrative expense of an agency when properly inventoried, certified and separately shipped.

The time allowable for temporary storage in connection with an authorized shipment of household goods may not exceed a period of 90 days.

You may be authorized up to 90 days' temporary storage of your household goods. However, upon an employee's written request, the initial 90-day period, under certain conditions may be extended an additional period not to exceed 90 days (for a maximum of 180 days). While you may store your household goods at the origin or destination, they are usually stored at the destination to shorten the time you might have to wait for delivery.

The total amount which may be paid or reimbursed by the Government may not exceed the cost of transporting the property in one lot by the most economical route from the last official station of the transferring employee (or the place of actual residence of the new appointee at time of appointment) to the new official station.

The Government will make arrangements for transporting and storage of household goods for you by issuing a Government Bill of Lading (GBL) or you may decide to make your own arrangements for transporting household goods and be reimbursed under the commuted rate system if the beginning and ending points are within the continental United States. Under the commuted rate system you select and pay the carrier or you may transport your goods by noncommercial means. You are then reimbursed in accordance with schedules of commuted rates which are contained in the GSA publication, *Commuted Rate Schedule for Transportation of Household Goods* (available from your Relocation Travel Center). Your use of the commuted rate system must be specifically authorized.

Claims for reimbursement under the commuted rate system are supported by a receipted copy of the bill of lading including any attached weight certificate copies if such a bill was issued. If no bill of lading was involved, other evidence showing points of origin and destination and the weight of the goods must be submitted. Employees who transport their own household goods are cautioned to establish the weight of such goods by obtaining proper weight certificates showing gross weight (weight of vehicle and goods) and tare weight (weight of vehicle alone) because compliance with the requirements for payment at commuted rates on the basis of constructive weight usually is not possible.

The election of an appropriate release valuation is one of the least understood but most important parts of a household goods shipment. Release valuation is similar in concept to insurance, since both provide financial protection should a loss or damage occur. The release valuation establishes the carrier's maximum liability. It is stated on the GBL. You should review your copy of the GBL to ascertain that it contains the correct coverage. You may declare a valuation above the minimum permitted by paying all additional expenses resulting therefrom. You may purchase insurance coverage in addition to the release valuation at your own expense through an insurance company. You should also check your homeowner's or renter's insurance policy for applicable coverage.

Where furnished or partly furnished quarters are to be provided outside the continental United States (in the case of a transfer to such a station) or have been provided (in the case of a return to the continental United States), a reduction in the weight of household goods which may be authorized for shipment at Government expense will be made.

Commercial shipments will be made on Government bills of lading or purchase orders whenever possible. Otherwise, reimbursement will be made to the employee for transportation expenses actually and necessarily incurred within prescribed limitations.

Services rendered such as packing, crating, drayage, unpacking, and temporary

storage rendered must be itemized to show the charge for each service.

10. Nontemporary Storage of Household Goods

The cost of nontemporary storage of household goods (HHG) may be reimbursed for an employee assigned to a Temporary Duty Station for a period of 6 to 30 months. Nontemporary storage of household goods (HHG) belonging to an employee transferred or a new appointee assigned to an isolated location in CONUS or to a location outside CONUS may be allowed, but only when it is clearly justified and is not primarily for the convenience or at the request of the employee or the new appointee.

The reasons justifying nontemporary storage are:

- (1) The official station is one to which the employee is not authorized to take, or at which the employee is unable to use, the household goods; or
- (2) The storage is authorized in the public interest; or
- (3) The estimated cost of storage would be less than the cost of round-trip transportation (including temporary storage) of the household goods to the new, official station.

11. Mobile Homes

A Mobile Home is any type of house trailer or mobile dwelling constructed for use as a residence and designed to be moved overland, either by self propulsion or towing. This definition includes a boat when used as the employee's primary residence.

An employee who is entitled to transportation of household goods within CONUS or Alaska, may, instead of such transportation, elect transportation of a mobile home. The employee must certify that the mobile home is for use as a residence for the employee and/or the immediate family at the destination.

The total amount allowable can not exceed the maximum amount which would be allowable for transportation and 90 days temporary storage of the employee's household goods if, instead of moving a mobile home, the maximum quantity of household goods allowable of 18,000 lbs. had been moved.

Allowances for transporting mobile homes (including mileage when towed by employee) are in addition to payment of per diem, mileage, and transportation expenses for employees and their immediate families. However, the fact that a mobile home may be moved at Government expense only if the employee certifies that it is to be used as a residence at the destination should be considered in determining allowances to be paid for househunting, temporary quarters, and residence transactions.

When a mobile home is transported overland by means other than a commercial carrier, such as when it is towed by a POV, an allowance is 11 cents per mile. This in addition to the mileage allowance for use of a POV when it is also providing

transportation for the employee or dependents.

Special rules apply when a boat used as a primary residence is transported over-water.

The Department may assume direct responsibility for transportation of an employee's mobile home, issuing necessary bills of lading and paying the costs involved. In such instances, the employee does not receive any other allowance for the transportation involved. The employee will be charged any cost the Government must pay under the bill of lading which would not be allowed or which is in excess of that which is allowable.

12. Miscellaneous Expenses

The miscellaneous expenses allowance is for defraying various contingent costs associated with discontinuing residence at one location and establishing residence at a new location. The allowance is related to expenses, that are common to living quarters, furnishings, household appliances, and other general types of costs inherent in relocation of a place of residence.

Employees eligible for a miscellaneous expense allowance are paid an allowance in the following amounts without support or other documentation of expenses:

- (1) \$350 or the equivalent of 1 week's basic pay, whichever is the lesser amount, for an employee without immediate family; and
- (2) \$700 or the equivalent of 2 weeks' basic pay, whichever is the lesser amount, for an employee with immediate family.

Allowances in excess of those provided above may be authorized or approved provided the aggregate amount does not exceed the employee's basic pay for 1 week if the employee is without an immediate family, or for 2 weeks if the employee has an immediate family. In no instance will the amount exceed the maximum rate of grade GS-13. If an amount greater than that authorized without documentation is claimed, the entire amount claimed must be supported by receipts or other documentation.

13. Residence Transactions

The Government will reimburse an employee for certain expenses required in connection with the sale of one residence at the old official station, for purchase (including construction) of one dwelling at the new official station, or for the settlement of an unexpired lease. See section 14 for lease breaking.

The residence or dwelling may be a mobile home and/or the lot on which such mobile home is located or will be located. See section 11 for information concerning transportation of a mobile home.

The old as well as the new residence must be the dwelling from which you regularly commuted or will commute.

Reimbursement is on a pro rata basis when:

- (1) The title to your property is in the name of someone other than yourself and/or a member of your immediate family; or
- (2) Your land is sold in excess of that which reasonably relates to the residence site; or
- (3) Your residence is a duplex or other type of multiple-occupancy dwelling, which you only partially occupy; or
- (4) Any portion of your residence is used as income-producing property.

Title requirements and pro rata reimbursement guidelines apply to both sale and purchase.

Reimbursable real estate expenses include:

- (1) Brokers' Fees and Real Estate Commissions (for sale only).
- (2) Other Advertising, Selling, and Appraisal Expenses (for sale only).
- (3) Legal and Related Expenses.
- (4) Miscellaneous Expenses such as FHA or VA Loan Application Fee, Loan Origination Fee, Credit Report Preparation Fee, Mortgage and Transfer Taxes, and Mortgage Title Insurance.

Non Reimbursable real estate expenses include:

- (1) Owner's Title Insurance.
- (2) Interest on Loans, Points and Mortgage Discount Fees.
- (3) Property Taxes.
- (4) Operating or Maintenance Costs.

Notwithstanding the above categories of reimbursable real estate expenses, there is a maximum limit on the reimbursement of real estate expenses. The total amount of expenses that may be reimbursed is as follows:

- (1) In connection with the sale of the residence at the old official station, reimbursement shall not exceed 10 percent of the actual sale price or \$24,482 whichever is the lesser amount; and
- (2) In connection with the purchase of a residence at the new official station, reimbursement shall not exceed 5 percent of the purchase price or

\$12,240, whichever is the lesser amount.

The maximum dollar amounts in (1) and (2) are adjusted annually by the CPI. Check with your Relocation Travel Center for the current amount.

Applicable limits are based on actual reporting date.

Employees may arrange for the sale of real estate on their own, or may elect to use a guaranteed purchase program offered by a relocation service company under a Government contract. See section 16 for a description of relocation services.

14. Lease Breaking

If you are renting a home at your old duty station you may be authorized reimbursement for expenses involved in settling an unexpired lease, depending on the reason for the relocation,.

Expenses incurred for settling an unexpired lease (including month-to-month rental) for residence quarters occupied by the employee at the old official station may include broker's fees for obtaining a sublease, charges for advertising an unexpired lease, lost security deposits and rent paid for occupancy after you have moved out (if you gave timely notice).

Such expenses are reimbursable when you have a written lease and meet the following conditions:

- (1) Local laws or the terms of the lease provide for payment of a settlement expense.
- (2) The expense cannot be avoided by sublease or other arrangement.
- (3) You gave the appropriate lease termination notice when you received your relocation orders.
- (4) Any expenses for obtaining a sublease are customarily charged in the locality.

You cannot be reimbursed for clean-up expenses, fixing-up expenses, or damage charges.

15. Relocation Income Tax (RIT) Allowance

A relocation income tax (RIT) allowance may be authorized to compensate eligible transferred employees for additional taxes as a result of certain services and reimbursements, e.g., moving expenses, received by the employee that are treated as income by the IRS.

The amount of RIT payment is computed and paid the year after reimbursements are

received. This payment of the estimated additional tax liability is calculated under GSA provided formulas.

16. Relocation Services

Relocation Services or commonly called "RELO" is an alternative to the residence sale allowance, that is, the direct reimbursement to an employee for certain expenses incurred during the sale of the employee's home.

Employees who have been authorized reimbursement for sale of residence may choose to use a government-wide contract by which the contractor accepts responsibilities of ownership for the transferred employee's residence. Under RELO, the employee sells the residence to a contractor and receives the equity within a few days of accepting the contractor's offer. However, the employee must list the home with a real estate agent or otherwise self market the home at the time the employee enters into the RELO program. DOL pays the contractor's fee up to a limit (see DOL fee limitation, below).

The advantages of this alternative is that if an employee has a home to sell in a difficult market, RELO makes it possible to sell the home in a timely manner. The possible down side is that the offer to purchase may be lower than the price that could be obtained by the employee through regular real estate channels.

There is a middle ground. During what is called the 60-day appraisal value offer period, the employee may continue to try to sell the residence and if a bona fide offer greater than the contractor's offer is received the employee can refer the buyer to the contractor and receive the equity payment based on the higher value. DOL will then pay the contractor an amended value fee up to a limit (see DOL fee limitation, below).

An employee choosing this program will be made a one time offer. If the offer is rejected, the employee may not reconsider and accept it at a later date. For this reason, employees are encouraged to attempt to sell their residences on their own or by listing with a local broker. If after a suitable time the employee wants to enter the guaranteed sale program, it is available.

If RELO services are used or considered an "exclusion clause" must be included in the realty listing to protect the employee from liability for any commission due the realtor if the property is sold to the contractor. The clause reads: "No commission or compensation shall be earned by, or due payable to, the broker until the sale of the property has been consummated between the seller and buyer, the deed delivered to the buyer, and the purchase price delivered to the seller. The seller reserves the right to sell the property to (Contractor name) at any time, and in such event, this agreement is canceled with no obligation for commission or continuance of listing thereafter."

There is limitation on the amount of the fee DOL will pay the contractor. DOL will pay all RELO fees for a home up to the maximum value of \$244,820. The employee is responsible for payment of the fee in excess of the maximum residence value of \$244,820. (This amount is adjusted annually. Check with your Relocation Travel Center for the current amount.)

Technical assistance in determining the reasonableness of an expense may be obtained from the local office of the Department of Housing and Urban Development (HUD) serving the area in which the expense occurred. The local office can furnish a current Form HUD-92496, Schedule of Closing Costs, applicable to the area. These closing costs should be used as guidelines and not as rigid limitations. The local office will also furnish information concerning local custom and practices with respect to charging of closing costs related to either a sale or purchase, including information as to whether such costs are customarily paid by the seller or purchaser and the local terminology used to describe them.